



South Carolina Law Enforcement Division

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FORENSIC SERVICES LABORATORY CUSTOMER NOTICE 2017-01

EVIDENCE SUBMISSION LOCKERS March 27, 2017

Effective April 3rd, 2017, all routine evidence submitted to the SLED Forensic Services Laboratory will be submitted through the Evidence Submission Lockers. This new procedure is being implemented to increase efficiency within the Evidence Control Department and to decrease waiting times for submitting officials. An Evidence Control Technician will be available to assist submitting officials with depositing evidence in the Evidence Submission Lockers and to answer any questions regarding the submission of evidence.

The following guidelines must be followed when submitting evidence:

- The case limit of 25 cases is still in effect. This number will be re-evaluated in the future and the case limit may be increased.
- All evidence locker submissions must be pre-logged through iLAB. You must have the printed Packing Slip generated through iLAB. Handwritten paperwork will not be accepted unless prior authorization has been obtained from Evidence Control.
- Delivery type in iLAB must be "Evidence Submission Lockers".
- All evidence must be sealed and packaged properly prior to depositing evidence into the Evidence Submission Lockers. Packaging instructions and materials will be available in the lobby area of the Evidence Submission Lockers. Any evidence received unsealed will be documented in the electronic case record, photographed to document the condition it was received, and noted on the electronic chain of custody that is provided for court cases.
- All submission paperwork must be fully completed to include legibly printed name and signature of submitting official (individual delivering evidence) on the Packing Slip generated through iLAB. All Chains of Custody submitted with BEST Kit evidence must be completed to include the name/signature of the submitting official under "Relinquished By" on the Chain of Custody.
- An Incident Report should be submitted with every case except for drug related cases. Do not submit your agency's departmental chains of custody.

- The Evidence Control Department works on a “said to contain” basis and will not inventory any evidence that is submitted in the Evidence Submission Lockers. If submitting multiple packages, an item description must be written on each package for identification purposes.
- Sexual Assault Evidence Collection Kits will be photo documented by the Evidence Control Department. The top and bottom of the outer box which contains case information and chain of custody information will be captured during the photo documentation and will be available upon request. The outer box will be disposed of and will not be returned to the submitting agency.
- All current submission guidelines must be followed when submitting evidence (i.e. DNA evidence for non-violent vs. violent crimes). The submission guidelines can be found in the Evidence Submission Manual located on iLAB and the SLED website (www.sled.sc.gov) under the Forensic Services link.
- Evidence Submission Receipts will be available for download on iLAB.
- **If any of the above guidelines are not followed, the submitting official may be contacted by the Evidence Control Department before the evidence will be logged in.**

Please call the Evidence Control Department at (803) 896-7302 for instructions regarding packaging or for any questions regarding the submission of evidence through the Evidence Submission Lockers. An Evidence Control technician will be available to assist submitting officials with cases that contain a large number of items, agencies that submit evidence on an infrequent basis, or agencies that do not have iLAB accounts to include new agencies or new submitting officials.